

RESTORE THE MUSIC:UK

GRANT APPLICATION PROCESS

RESTORE THE MUSIC UK works with its partners to identify eligible schools and this process begins with a meeting on site between **RTM UK** CEO, Head of Music and the Principal. (See “Pre Grant Assessment” checklist on the website for a list of information required in advance of the meeting)

Candidates will not be considered for a grant application before this meeting has taken place.

Following the meeting, candidates will be notified of invitation to apply, for which a detailed grant proposal must be submitted. This should set out exactly how much funding is being sought and for what purpose.

Any school that believes itself to be eligible for a grant award is invited to contact **RTM UK** on info@restorethemusicuk.com with details of the headteacher, music leader and school address.

As a basic starting point, the school should meet the following criteria:

** non fee-paying primary or secondary*

** established for a minimum of 2 years*

** below average provision of musical instruments and tuition*

** above average Free School Meals and Pupil Premium*

** adequate and secure storage space for musical instruments and equipment*

PLEASE NOTE: The terms of the grant are set out in a legally binding agreement between the school and **Restore the Music UK**. Failure to comply with the terms as set out in the agreement may result in the withdrawal of the instruments and/or the remaining funds as well as the withdrawal of the right to participate in all **RTM UK** events and future funding rounds.

DEADLINE

Applicants invited to submit a proposal for the November funding round must do so by **12pm on Friday 29th November 2019**. Results will be released by **5pm on Monday 9th December 2019**.

GRANT APPLICATION TIMELINE

STAGE 1

1. School visit by **RTM UK** CEO and meeting with Principal and Head of Music
2. Assessment of school's eligibility
3. Pre Grant Assessment Report produced
4. Invitation by **RTM UK** to submit grant proposal

STAGE 2

1. Submit proposal for consideration by **RTM UK** President and Trustees.
2. Notification of result

STAGE 3

Contractual - legal agreements drawn up and signed

STAGE 4

Funding transfer

Note: Schools may not issue purchasing orders prior to receiving grant funds

STAGE 5

Annual financial report filed by grantee with all supporting documentation including bank statements, invoices and purchase orders. To be completed every year until all the funds are spent (must be within 3 years)

